



Virginia-Specific Ethics Course sponsor application 2020

The Virginia Board of Accountancy has contracted with the Virginia Society of Certified Public Accountants as the only content/material provider of the 2020 Virginia-Specific Ethics Course. The VBOA requires all sponsors of the Virginia-Specific Ethics Course be pre-approved prior to instructing the course. Sponsors will be required to demonstrate their compliance with the VBOA's policy on content/material and instructor requirements prior to approval. Sponsors not pre-approved annually by VBOA staff will not be recognized as an acceptable course sponsor. Licensees will not be granted CPE credit for completing a Virginia-Specific Ethics Course from a non-approved sponsor.

Please complete and return this form by email to boa@boa.virginia.gov, fax at (804) 527-4409 or by mail at 9960 Mayland Drive, Suite 402, Henrico, VA 23233.

Sponsor information

Name: _____

Address: _____ Phone number: _____

Email: _____ Website: _____

- ☐ I certify that to my knowledge all the instructors listed below are VBOA approved instructors as listed the VBOA website.
- ☐ I certify that the Virginia-Specific Ethics Course will be instructor-led.
- ☐ I certify that I will obtain the course content/material from the approved provider, VSCPA, prior to providing the Virginia-Specific Ethics Course to any licensees.
- ☐ I certify that I will submit all course comments to the VBOA within 60 days of receipt.
- ☐ I certify that I will not provide the annual ethics course later than January 31 for the previous calendar year.
- ☐ I understand that each attendee must receive the ethics manual.
- ☐ I understand that I must use the approved course evaluation format. This can be done on paper or electronically.
- ☐ I understand that I must be pre-approved annually by VBOA staff as a sponsor of this course. If approved, I will be listed on the VBOA's website as an approved sponsor.
- ☐ I understand that my sponsorship can be suspended for any noncompliance of these conditions.

Instructors	Virginia license number	Methods to teach (ex. live seminars, conference sessions, online self-study, live webcast, on-demand webcast, in-house training)

Name: _____ Date: _____

Signature: _____